



EMALAHLENI LOCAL MUNICIPALITY

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

2013/2014


DR SW VATALA
MUNICIPAL MANAGER


11-07-2013
Date



CLLR N NYUKWANA
MAYOR

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DR SWAVAFATA
MUNICIPAL MANAGER

10-07-2013
Date


CLR N NYUKWANA
MAYOR



CLLR N NYUKWANA
MAYOR

EC136 Emalaheni (EC) - Supporting Table SA26 Budgeted monthly revenue and expenditure (municipal vote)

Description	Ref	Budget Year 2013/14												Medium Term Revenue and Expenditure Framework			
														Budget Year 2013/14	Budget Year +1 2014/15	Budget Year +2 2015/16	
		July	August	Sept.	October	November	December	January	February	March	April	May	June				
R thousand																	
Revenue by Vote																	
Vote 1 - Executive and Council		445	445	445	445	445	445	445	445	445	445	445	445	5 336	6 204	6 442	
Vote 2 - Budget and Treasury		7 159	7 159	7 159	7 159	7 159	7 159	7 159	7 159	7 159	7 159	7 159	7 159	85 906	99 150	124 968	
Vote 3 - Corporate Services		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Vote 4 - Community and Social Services		555	555	555	555	555	555	555	555	555	555	555	555	6 655	6 975	7 245	
Vote 5 - IPED		1	1	1	1	1	1	1	1	1	1	1	1	12	12	13	
Vote 6 - Technical Services		8 028	8 028	8 028	8 028	8 028	8 028	8 028	8 028	8 028	8 028	8 028	8 028	96 334	91 350	95 515	
Total Revenue by Vote		16 187	16 187	16 187	16 187	16 187	16 187	16 187	16 187	16 187	16 187	16 187	16 187	194 243	203 691	234 184	
Expenditure by Vote to be appropriated																	
Vote 1 - Executive and Council		1 957	1 957	1 957	1 957	1 957	1 957	1 957	1 957	1 957	1 957	1 957	1 957	23 490	24 617	25 572	
Vote 2 - Budget and Treasury		1 762	1 762	1 762	1 762	1 762	1 762	1 762	1 762	1 762	1 762	1 762	1 762	21 139	22 153	23 013	
Vote 3 - Corporate Services		1 268	1 268	1 268	1 268	1 268	1 268	1 268	1 268	1 268	1 268	1 268	1 268	15 219	15 950	16 569	
Vote 4 - Community and Social Services		1 882	1 882	1 882	1 882	1 882	1 882	1 882	1 882	1 882	1 882	1 882	1 882	22 586	23 670	24 589	
Vote 5 - IPED		855	855	855	855	855	855	855	855	855	855	855	855	10 262	10 755	11 172	
Vote 6 - Technical Services		8 047	8 047	8 047	8 047	8 047	8 047	8 047	8 047	8 047	8 047	8 047	8 047	96 561	101 196	105 123	
Total Expenditure by Vote		15 771	15 771	15 771	15 771	15 771	15 771	15 771	15 771	15 771	15 771	15 771	15 771	189 257	198 341	206 037	
Surplus/(Deficit) before assoc.		415	415	415	415	415	415	415	415	415	415	415	415	4 986	5 350	28 147	
Taxation		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Attributable to minorities		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Share of surplus/ (deficit) of associate		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Surplus/(Deficit)	1	415	415	415	415	415	415	415	415	415	415	415	415	4 986	5 350	28 147	


DR SW VATALA
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11-07-2013
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EC136 Emalahleni (EC) - Supporting Table SA25 Budgeted monthly revenue by source and expenditure by type

Ref	Description	Budget Year 2013/14												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2013/14	Budget Year +1 2014/15	Budget Year +2 2015/16
R thousand																
Revenue By Source																
Property rates		433	433	433	433	433	433	433	433	433	433	433	433	5 200	5 450	5 661
Property rates - penalties & collection charges		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - electricity revenue		540	540	540	540	540	540	540	540	540	540	540	540	6 485	6 735	7 059
Service charges - water revenue		320	320	320	320	320	320	320	320	320	320	320	320	3 835	4 019	4 175
Service charges - sanitation revenue		285	285	285	285	285	285	285	285	285	285	285	285	3 418	3 582	3 721
Service charges - refuse revenue		350	350	350	350	350	350	350	350	350	350	350	350	4 200	4 402	4 572
Service charges - other		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		41	41	41	41	41	41	41	41	41	41	41	41	491	514	534
Interest earned - external investments		126	126	126	126	126	126	126	126	126	126	126	126	1 516	1 588	1 650
Interest earned - outstanding debtors		356	356	356	356	356	356	356	356	356	356	356	356	4 278	4 483	4 657
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Licences and permits		60	60	60	60	60	60	60	60	60	60	60	60	716	750	779
Agency services		1 671	1 671	1 671	1 671	1 671	1 671	1 671	1 671	1 671	1 671	1 671	1 671	20 047	21 010	21 825
Transfers recognised - operational		8 685	8 685	8 685	8 685	8 685	8 685	8 685	8 685	8 685	8 685	8 685	8 685	104 225	107 072	132 883
Other revenue		1 147	1 147	1 147	1 147	1 147	1 147	1 147	1 147	1 147	1 147	1 147	1 147	13 766	14 427	14 987
Gains on disposal of PPE		13	13	13	13	13	13	13	13	13	13	13	13	150	157	163
Total Revenue (excluding capital transfers and contributions)		14 027	14 027	14 027	14 027	14 027	14 027	14 027	14 027	14 027	14 027	14 027	14 027	168 326	174 250	202 642
Expenditure By Type																
Employee related costs		3 269	3 269	3 269	3 269	3 269	3 269	3 269	3 269	3 269	3 269	3 269	3 269	39 224	41 107	42 702
Remuneration of councillors		839	839	839	839	839	839	839	839	839	839	839	839	10 070	10 554	10 963
Debt Impairment		339	339	339	339	339	339	339	339	339	339	339	339	4 069	4 264	4 423
Depreciation & asset impairment		1 891	1 891	1 891	1 891	1 891	1 891	1 891	1 891	1 891	1 891	1 891	1 891	22 695	23 784	24 707
Finance charges		32	32	32	32	32	32	32	32	32	32	32	32	389	408	424
Bulk purchases		1 119	1 119	1 119	1 119	1 119	1 119	1 119	1 119	1 119	1 119	1 119	1 119	13 432	14 077	14 623
Other materials		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contracted services		190	190	190	190	190	190	190	190	190	190	190	190	2 278	2 387	2 479
Transfers and grants		435	435	435	435	435	435	435	435	435	435	435	435	5 223	5 473	5 688
Other expenditure		7 656	7 656	7 656	7 656	7 656	7 656	7 656	7 656	7 656	7 656	7 656	7 656	91 877	96 288	100 024
Loss on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure		15 771	15 771	15 771	15 771	15 771	15 771	15 771	15 771	15 771	15 771	15 771	15 771	189 257	198 341	206 037
Surplus/(Deficit)		(1 744)	(1 744)	(1 744)	(1 744)	(1 744)	(1 744)	(1 744)	(1 744)	(1 744)	(1 744)	(1 744)	(1 744)	(20 931)	(24 092)	(3 395)
Transfers recognised - capital		2 160	2 160	2 160	2 160	2 160	2 160	2 160	2 160	2 160	2 160	2 160	2 160	25 917	29 441	31 542
Contributions recognised - capital		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributed assets		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions		415	415	415	415	415	415	415	415	415	415	415	415	4 986	5 350	28 147
Taxation		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Share of surplus/ (deficit) of associate		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1		415	415	415	415	415	415	415	415	415	415	415	415	4 986	5 350	28 147

DR SW VATAWA

MUNICIPAL MANAGER

Date 11-07-2013

CLLEN NYUKWANA

MAYOR

EC136 Emalahleni (EC) - Table A5 Budgeted Capital Expenditure by vote


Vote Description	Ref	2009/10		2010/11		2011/12		Current Year 2012/13				2013/14 Medium Term Revenue & Expenditure Framework			
		Audited Outcome		Audited Outcome		Audited Outcome		Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2013/14	Budget Year +1 2014/15	Budget Year +2 2015/16	
R thousand	1														
Capital expenditure - Vote	2														
<u>Multi-year expenditure to be appropriated</u>															
Vote 1 - Executive and Council		-		-		-		-	-	-	-	-	-	-	-
Vote 2 - Budget and Treasury		-		-		-		-	-	-	-	-	-	-	-
Vote 3 - Corporate Services		-		-		-		-	-	-	-	-	-	-	-
Vote 4 - Community and Social Services		-		-		-		6 795	8 381	8 381	8 381	10 447	11 149	8 980	
Vote 5 - IFED		-		-		-		-	-	-	-	-	-	-	-
Vote 6 - Technical Services		-		-		-		-	-	-	-	-	-	-	-
Capital multi-year expenditure sub-total	7	-		-		-		6 795	8 381	8 381	8 381	10 447	11 149	8 980	
<u>Single-year expenditure to be appropriated</u>	2														
Vote 1 - Executive and Council		-		-		-		-	-	-	-	-	-	-	-
Vote 2 - Budget and Treasury		1 810		-		312		1 005	1 670	1 670	1 670	1 020	820	870	
Vote 3 - Corporate Services		-		-		534		-	150	150	150	140	120	160	
Vote 4 - Community and Social Services		4 103		-		493		4 200	2 790	2 790	2 790	2 339	5 540	6 050	
Vote 5 - IFED		1 035		-		38		-	1 700	1 700	1 700	2 639	1 640	1 710	
Vote 6 - Technical Services		20 127		-		1 955		11 950	12 343	12 343	12 343	16 481	11 264	17 557	
Vote 14 - [NAME OF VOTE 14]		-		-		-		-	-	-	-	-	-	-	-
Capital single-year expenditure sub-total		27 075		-		3 592		17 155	18 858	18 858	18 858	28 765	19 538	32 503	
Total Capital Expenditure - Vote		27 075		-		3 592		23 950	27 239	27 239	27 239	39 212	30 687	41 483	



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SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN											
Strategic Objective (IDP)	Outcomes	Programmes/ Projects (Measurable Objective/)	Performance Indicator	Measureme nt source	Annual Target	Q1 Planned	Q2 Planned	Q3 Planned	Q4 Planned	Responsibility	Budget
		KPA 1: SPATIAL AND ENVIRONMENTAL RATIONALE									
To promote a diverse combination of land uses in towns through enforcing proper town planning schemes	Cemetery Layout Plan	Cemetery Layout Plan for Indwe	Approved Layout Plan for Indwe	No. of approved Cemetery Layout Plan	1 Layout Plan Approved	Planning and Procurement	Progress report	Progress Report	Closeout Report	IPED Director	R500 000
	Implemented town planning scheme	Subdivision of municipal land	Subdivision of Municipal land in Town in 3 towns	No. of Erf subdivided	3Erf ones subdivided and approved in 3 towns by 30 June 2014.	Planning and procurement	Progress report	Progress report	Close out report	IPED Director	R100 000
	Township establishment	New townships Development Plan	Township Development Plan developed	No of townships developed plan	1 Township Development Plan by 30 June 2014	Planning and procurement	Progress report	Progress report	Close out report	IPED Director	R300 000
	Regulation of land use in towns	Functioning GIS	Functioning of GIS	Functional GIS Unit	Functional GIS by 30 June 2014	Planning and procurement	Progress report	Progress report	Close out report	IPED Director	R200 000
		KPA 2 : INFRASTRUCTURE & BASIC SERVICE DELIVERY									
Strategic Objective (IDP)	Outcomes	Programmes/ Projects (Measurable Objective/ Input)	Performance Indicator(Output)	Measureme nt source	Annual Target	Q1 Planned	Q2 Planned	Q3 Planned	Q4 Planned	Responsibility	Budget

11-07-2013

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WATER											
To improve and ensure sustainable provision of water.	To facilitate provision of water in sustainable manner	Implementation of water projects in Cluster 1, 2, 3 and 4 in Wards 1,2,4,6,7,8,10,12,13,14,15,16	Progress on Implementation of water project by CHDM	Monthly Report	Completion of water schemes by 30 June 2014	Setting up of Project Steering Committee	Two PSC Meetings	Two PSC Meeting	Public Meeting where Close-out Report tabled	Director: Infrastructure & Human Settlements	R54,5m (CHDM)
	To facilitate provision of sanitation facilities and bucket system eradication	Erection of sanitation facilities in the following wards: ? 2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17	Progress on Implementation of sanitation facility	Monthly Report	? sanitation facilities erected by 30 June 2014	Setting up of Project Steering Committee	Two PSC Meetings	Two PSC Meeting	Public Meeting where Close-out Report tabled	Director; Infrastructure & Human Settlements	R 11,350.000 (CHDM)
			Progress on eradication of bucket system by CHDM	Monthly Report	Completion of Bucket system planned by 30 June 2014	Setting up of Project Steering Committee	Two PSC Meetings	Two PSC Meeting	Public Meeting where Close-out Report tabled	Director: Infrastructure & Human Settlements	R5m (CHDM) (Roll-over)
ROADS AND STORMWATER											
High quality standard of infrastructure	To facilitate and monitor project Implementation	Construction of Ntsinga to Njombela Access Road	No. kilometres of access road constructed (gravel road)	Monthly Report	9.4 kilometres of Access road constructed (gravel)	Appointment of Contractor or setting up of project steering	Progress report	Progress Report	Close-out Report	Director: Infrastructure & Human Settlements	R4,4m
		Construction of Dukathole-Mmangweni Access Road	No. kilometres of access road constructed (gravel road)	Monthly Report	9.4 kilometres of Access road constructed (gravel)	Appointment of Consultant Contract or setting	Progress report	Progress Report	Close-out Report	Director: Infrastructure & Human Settlements	R4,4m

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CLLR N NYUKWANA
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DR SW VATALE
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DR. S. V. VATALA
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11-07-13
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		Sinako/ Zvelethemba 289				289 Lease holds	289 transfers completed by June 2014	100 transfers	100 transfers	100 transfers	Close out report	Director: Infrastructure & Human Settlements	
		Indwe 500				Registration of general plan	100 transfers lodged by June 2014	Planning and lodge ment with Local Governm ent	Lodge ment of GP with Surveyor general	Implementat ion and lodge ment to Deeds office	Submit transfers to Deeds office ?	Director: Infrastructure & Human Settlements	
WASTE MANAGEMENT													
To provide affordable waste and refuse collection services	To establish landfill site	Construction of landfill site in Lady Frere (Ward 05)	No. Of constructed	Cells	Monthly report	1 Cell Constructed	Appointment of Contractor	Monthly Report	Progress report	Close-out Report	Director: Community Services	R5m	
To ensure management of stray animals	To complete pound construction	Completion of pound in Dordrecht (Ward 11)	No of Pound Completed	Monthly report	Monthly report	1 Pound Completed	Progress Report	Progress Report	Progress Report	Close-out Report	Director: Community Services	R350 000	
High quality standard Infrastructure	Infrastructure master plan	Establishment of Lady Frere park	No. Of established	Monthly report	Monthly report	1 Park established in Lady Frere	Progress report	Progress Report	Progress Report	Close-out Report	Director: Community Services	R350 000	
		Upgrading OF Lady Frere Stadium	Infrastructure as per business plan	Deliverables as per business plan	Deliverables as per business plan	Deliverables as per business plan	Progress report	Progress report	Progress report	Close-out Report	Director: Community Services	R6 892 000	
		Construction of traffic testing station (phase 2)	Deliverable as per business plan	Monthly report	Monthly report	Completion of phase 2	Progress Report	Progress report	Progress report	Close-out report	Director: Community Services	R1,2m	
		Construction of community Hall Ward	No of halls constructed	Monthly report	Monthly report	1 Hall constructed	Appointment of PSP	Appointment of Contract	Appointment of Contract	Close-out report	Director: Infrastructure & Human	R1,364 000	

11-07-13

Date



CLLR N NYUKWANA
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DR SW VATALE
MUNICIPAL MANAGER

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BR-SW-VATAALA
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11-07-13
Date


CLLR N NYUKWANA
MAYOR

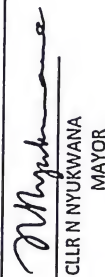
KPA 3: LOCAL ECONOMIC DEVELOPMENT

Strategic Objective (IDP)	Outcomes	Programmes/ Projects (Measurable Objective/ Input)	Performance Indicator	Measurement source	Annual Target	Q1 Planned	Q2 Planned	Q3 Planned	Q4 Planned	Budget
To promote and facilitate for improved and sustainable Local Economic development	Poverty reduction initiatives	One Irrigation Schemes established	No of irrigation schemes established	Monthly report	One Irrigation Schemes established by Xonxa by June 2014	Appointment of Service Providers	Progress report	Progress report	Close out report	R500 000
	Formalize and strengthen all informal traders (SMME'S)	Erection of Hawker Stall in Indwe	Hawker stalls erected	No of Hawker stall erected	30 Hawker stalls erected in Indwe by June 2014	Progress report	Progress report	Progress report	Close out report	R1,364 050
	Job creation	Support of Ibuyambo Agro-processing Enterprise	Functioning of Ibuyambo Agro-processing Enterprise	Monthly report	Facilitate creation of 15 job opportunities	Progress report	Progress report	Progress report	Close out report	
	Unlock business opportunities through support of SMMEs	Manufacturing of paving blocks	Machinery purchased	No of Paving Block Machinery purchased	Purchasing of Paving Blocks Machinery by June 2014	Planning	Procurement	Progress report	Close out report	R750 000



DR S W VATALA
MUNICIPAL MANAGER

18-07-13
Date





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	Self sustainable SMMEs		Provide support to SMMEs (Sinakho Youth Enterprise, Brick-makers and Liberation Heritage)	No of SMMEs supported	2 SMMEs supported by 30 June 2014	Planning and procurement	Progress report	Training of brickmakers	Close out report	Director: IPED	R300 000
	Beneficiation of SMME's on Elitheni Coal Mine value chain		Facilitate employment of Business Manager for SMME's support in Coal Mine	Employment of Business Manager	10 SMME's afforded business opportunities in Elitheni Coal Mine	Planning and recruitment	Progress report	Progress report	Close out report	Director: IPED	
	Development of Business Plan to lobby for funding to repair Dam and access road next to Dordrecht Kloof Conservancy		Facilitate development of Business Plan for repairs of Dam and Access Road next to Dordrecht Kloof Conservancy	Business Plan development	Business Plan developed and submitted to relevant departments	Planning	Progress report	Progress report	Close out report	Director: IPED	
	Establish more manufacturing business opportunities		Feasibility Study conducted	No of Feasibility Study conducted	1 Feasibility Study conducted by June 2014	Planning and procurement	Progress report	Presentation of Feasibility	Implementation of feasibility	Director: IPED	R400 000


DR. SWALATA
MUNICIPAL MANAGER

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DR. SW. VATALA
MUNICIPAL MANAGER

		Agnest, Tsawulayo Mkapusi, Nqiningana,Qoqodala,Xonxa															
Promote credible Integrated Municipal Planning	IDP that is informed by community based needs	IDP Review			Reviewed IDP	No of IDP Document reviewed	1	IDP Document Reviewed and approved by 31 May 2014	Develop process plan and table to the council for approval	Implement the processes plan	Evaluate the work done	IDP tabled by May 2014	Director: IPED				R202 000

[Signature]

Date 11-27-13


CLLR N NYUKWANA
MAYOR

KPA 4 : FINANCE MANAGEMENT AND VIABILITY


Strategic Objective (IDP)	Outcomes	Programmes/ Projects (Measurable Objective/)	Performance Indicator	Measurement source	Annual Target	Q1		Q2		Q3		Q4		Responsibility	Budget
						Planned	Planned	Planned	Planned	Planned	Planned				
Effective and efficient financial management	Reconciled Cashbooks	Monthly reconciliation of cashbooks with bank votes in general ledger	Monthly reconciliation of cashbooks with bank votes in general ledger	No. Of reconciled cashbooks to ledger votes	12 Reconciled Cashbooks to ledger votes	3		3		3		3		CFO	ELM
	Section 71 Reports (Schedule C Reports)	Monthly MFMA s71 (Schedule C) reports signed by MM and with Mayor by 10 th working day of each month	Produce monthly s71 (Schedule C) MFMA reports	No. Of Section 71 Reports (Schedule C)	12 sets of monthly s71 (Schedule C reports) signed by MM	3		3		3		3		CFO	ELM
	MFMA section 72 Report	MFMA Section 72 Report produced	Produce MFMA s72 by 25 January 2014	Section 72 Report signed by MM by 25 January 2014	1 MFMA s72 Report approved by Council					1				CFO	ELM



DR SW VATALA
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11-07-13


Date




CLLR N NTSHWANA
MAYOR


Strategic Objective (IDP)	Outcomes	Programmes/ Projects (Measurable Objective/)	Performance Indicator	Measurement source	Annual Target	Q1 Planned	Q2 Planned	Q3 Planned	Q4 Planned	Responsibility	Budget
Financial Management and Budgeting	Council approved IDP and Budget Process Plan	Approved schedule of key budget deadlines for preparation by 31 August 2012	Development of a schedule of key deadlines for budget preparation (IDP and Budget Process Plan)	Approved IDP and Budget Process Plan by Council by 31 August 2014 with schedule of key deadlines for budget preparation	1 Council approved IDP and Budget Process Plan	Planning and approval	Implementation	Implementation	Implementation	CFO	ELM
	Draft 2015 budget approved by Council	A council approved draft budget for 2014	Approved 2015 draft budget by Council by 31 March 2014	A draft 2015 budget approved by Council by 31 March 2014	1 Draft 2015 budget approved by Council by 31 March 2014	Implementation as per approved IDP and budget process plan	Implementation as per approved IDP and budget process plan	1 approved draft budget for 2015		CFO	ELM
	Final 2015 budget approved by Council	A council approved (final) budget for 2015 by 31 May 2014	Council to approve (final) budget for 2015 by 31 May 2014	A final 2015 budget approved by Council by 31 May	1 Final 2015 budget approved by council by 31 May 2014	Implementation as per approved IDP and	Implementation as per approved IDP	1 approved draft budget for 2015	1 approved final budget for 2015	CFO	ELM

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DR SW VATALE
MUNICIPAL MANAGER


						2015			budget process plan and budget process plan				
Budget Steering Committee meetings	Sittings of Budget steering committee		Budget steering committee to convene regularly	Minutes of Budget Steering Committee meetings	6 IDP and Budget Steering Committee Meetings	1	1	1	Review policies per quarter	Review policies per quarter	2	CFO	ELM
Financial policies reviewed by council	Review budget related policies for approval by Council		Budget related policies reviewed by Council by 31 May 2014	Budget related policies reviewed and approved by council	To review at least the SCM and other budget related policies	Review policies per quarter	Review policies per quarter	Review policies per quarter	Review policies per quarter	Review policies per quarter	3	CFO	ELM and MSIG
KPA 4 : FINANCE MANAGEMENT AND VIABILITY (Continue)													
Strategic Objective (IDP)	Outcomes	Programmes/ Projects (Measurable Objective/)	Performance Indicator	Measurement source	Annual Target	Q1 Planned	Q2 Planned	Q3 Planned	Q4 Planned	Responsibility	Budget		
Effective and efficient management a	Verification and counting of loose and movable assets	Half yearly asset verification and counting of loose and movable assets	Perform half yearly verification and counting of loose and movable assets	Signed inventory asset count sheets by staff	Half year asset verification and counting of loose and movable assets		1 Count and verification		1 Count and verification	CFO	ELM		
	Updated GRAP compliant register	Updating GRAP compliant asset register	Maintain and update GRAP compliant assets register	GRAP Compliant Asset register	GRAP compliant register for audit	Maintain assets addition register	Maintain assets addition register	Maintenance additional register	Update asset register for audit purpose	CFO	ELM		


DR. SWAVATALA
MUNICIPAL MANAGER

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CLLR N NYUKWANA
MAYOR

Strategic Objective (IDP)	2015 Additions Register	Compilation and maintenance of new assets addition register	Compilation and maintenance of new assets addition register	New assets addition register	1 New asset addition registers	Compile and maintain new assets addition register	Maintain assets addition register	Maintain assets addition register	Update asset register for new additions for the year	CFO	ELM
Effective and efficient expenditure management	Updated asset movement register	Compilation and maintenance of asset movement register	Maintain and update asset movement register	Asset movement register	1 Asset movement register	Compile and maintain asset movement register	Maintain asset movement register	Maintain asset movement register	Update asset register for audit purposes	CFO	ELM
	Outcomes	Programmes/ Projects (Measurable Objective/)	Performance Indicator	Measurement source	Annual Target	Q1 Planned	Q2 Planned	Q3 Planned	Q4 Planned	Responsibility	Budget
	Reconciled salary control with ledger vote	Reconciliation of payroll with salary control vote in general ledger	Monthly salary control reconciliation between payroll and salary ledger vote	No. Of reconciled salary control with ledger votes	12 Reconciled Salary controls with ledger vote	3	3	3	3	CFO	ELM
	Payment of creditors within 30 days	Monthly outstanding creditors report (PV02) to balance with creditors control vote in ledger	Monthly outstanding creditors report (PV02) to balance with creditors control vote in ledger	Outstanding creditors (PV02 report) reconciled with creditors control vote	10 Outstanding creditors reports (PV02 reports) to balance with creditors control vote	Provide training to staff on creditors reconciliation (1 Report for Q1)	3	3	3	CFO	ELM




 DR. SWALATATA

 MUNICIPAL MANAGER

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 Date



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 MAYOR


Strategic Objective (IDP)	Avoid and mitigate unauthorised, irregular, fruitless and wasteful expenditure	Ensure correct payment of allocated budget votes per department				Recording of all unauthorised, irregular, fruitless and wasteful expenditure for in register for it.	Register for unauthorised, irregular, fruitless and wasteful expenditure and report monthly on it to MM and Mayor	1 Register and 12 reports.	3	3	3	3				CFO	ELM
	Outcomes	Programmes/ Projects (Measurable Objective/)				Performance Indicator	Measureme nt source	Annual Target	Planned	Planned	Planned	Planned				Planned	
	Financial viable municipality	Review and implementation of Revenue Enhancement Strategy				Reviewed and Implemented Revenue Enhancement Strategy	Number of reviewed and implemented strategies	1 Reviewed and implemented strategy by 30June 2014	Planning and Procurement	Review Revenue Enhancement Strategy (one workshop)	Implementat ion of Revenue Enhancement Strategy	Close out report				CFO	ELM (R300 000)
	Financial viable municipality	Compilation of new valuation roll				Completed new valuation roll	No of completed new general valuation roll	1 completed new general valuation roll by 30 June 2014	Procurement of service provider	Progress report on implementation	Progress report on implementation	Close out report				CFO	ELM (R1.7 million)
Effective and efficient revenue management by Improving financial viability with 15 % by 2016	Accurate and credible data	Data cleansing in Indwe area				Completed data cleansing exercise in Indwe area	Data cleansing register for Indwe	Conducted data cleansing exercise for Indwe area	Development of documents and appointments of Project	Data collection and updating information on	Data collection and updating information on	Close out report				CFO	ELM (R300 000)

11-07-13

Date _____

DR SW VATALA
MUNICIPAL MANAGER



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MAYOR


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MAYOR

Strategic Objective (IDP)	Outcomes	Programmes/ Projects (Measurable Objective/)	Performance Indicator	Measurement source	Annual Target	Q1 Planned	Q2 Planned	Q3 Planned	Q4 Planned	Responsibility	Budget
Compliance with applicable legislation	Adherence to SCM legislation	Monthly and quarterly reports by SCM Unit	Generation of monthly and quarterly SCM Reports	SCM reports compiled and reported on SCM activities	12 Monthly and 4 quarterly SCM reports	3+1 Reports	3+1 Reports	3+1 Reports	3+1 Reports	CFO	ELM
	Adherence to applicable legislation	Compilation of 2013 AFS	To compile annual financial statements for 2013 financial year	Completed 2013 AFS submitted to AG within legislative requirements	1 Set of audited annual financial statements	Completion and submission of 2013 AFS to AG				CFO	ELM
	Adherence to applicable legislation	Input to 2013 audit action plan on audit queries raised applicable to finance department	To provide input to 2013 audit action plan on audit queries raised applicable to finance department	Implementation of solutions and recommendations as per 2013 audit action plan	100 % Implementation on recommendations as per 2013 audit plan by 30 June 2014	Continue with implementation of recommendations as per 2012 audit action plan	Continue with implementation of recommendations as per 2012 audit action plan	Implementation of recommendations as per 2013 audit action plan	Implementation of recommendations as per 2013 audit action plan	CFO	ELM


DR. S. V. V. A. L. A.
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KPA 5 : MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

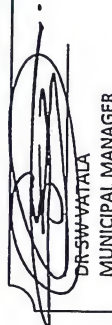
Strategic Objective (IDP)	Outcomes	Programmes/ Projects (Measurable Objective/ Output)	Performance Indicator	Measure ment source	Annual Target	Q1	Q2	Q3	Q4	Budget
To develop, maintain, review and ensure effective implementation of policies and the HR plan	Analyse ,research and consult on policies with all relevant	Council Policies' review	Reviewed Council policies	No of policies reviewed	51 Council policies reviewed by June 2014	10 policies reviewed	10 policies reviewed	16 policies reviewed	15 policies reviewed	R100 000
	Improve Internal control though the HR	Development of HR Strategy	Developed HR Strategy	No of HR strategies developed	1 HR Strategy	Workshop on HRD Strategy proposal	Refine Strategy and obtain Council approval	Implement the strategy	Monitor the implementation	
To develop and empower workforce to enhance their skills and competence so as render services effective	Develop and Implement an HRD strategy	Training of Councillors and employees	Trained Cllrs and employees	No of Cllrs and employees trained as per WSP	34 Councillors and 30 Officials trained	15	16	15	16	R850 000
To review and maintain an organisational	Align human capital to the strategic objectives of the municipality	Writing of job descriptions and job evaluation and correction of Task grading	Correct job descriptions and Task grades for all positions	No of job descriptions written	262 job descriptions written and evaluated. Review of	Procurement and planning	Progress report and consultation	Implementation	Review of organisational structure	R500 000

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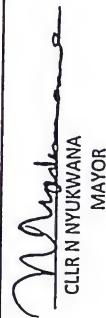
11-07-13
Date


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MAYOR

onal structure that responds to service delivery imperatives				in the organisational structure	No of position filled by HDIs	organisational structure by June 2014	Planning and Implementation of plan	Progress report	with relevant stakeholders	Progress report	Completion report and Evaluate work done	Corporate Services Manager
To ensure compliance with Employment Equity Act	Implement Employment Equity Plan	Human Resources Transformation through employment of historically disadvantaged people in terms of the Employment Equity Act	Employment Equity Plan Implemented		No of position filled by HDIs	Implementation of Employment Equity by 30 June 2014	Planning and Implementation of plan	Progress report	Progress report	Completion report and Evaluate work done	Corporate Services Manager	
To ensure a healthy and safe working environment for Councillors and employees	Ensure compliance with OHASA	Development of OHS strategy	OHS strategy developed		no of strategies developed	1 strategy developed by 30 June 2014	Collection of data	Consultation on Draft	Consultation on Draft	Implementation	Corporate Services Manager	
To ensure legislative compliance in holding institutional meetings	Institutional meetings held in manner required in terms of legislative compliance	Council meetings, EXCO, standing committees and Executive Management Committee	Minutes and attendance registers as per schedule of institutional meetings,	No of institutional meetings convened as per the schedule	No of institutional meetings convened	4 ordinary Council meetings, 6 EXCO meetings, 12 EMC meetings, 12 standing committees, 4 MPAC meetings	1 ordinary Council meeting, 3 EXCO meetings, 3 EMC meetings, 3 standing committees, 1 MPAC	1 ordinary Council meeting, 3 EXCO meetings, 3 EMC meetings, 3 standing committees, 1 MPAC	1 ordinary Council meeting, 3 EXCO meetings, 3 EMC meetings, 3 standing committees, 1 MPAC	1 ordinary Council meeting, 3 EXCO meetings, 3 EMC meetings, 3 standing committees, 1 MPAC	Corporate Services Manager	


DR SIVIWE VATALA
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To provide integrated security system that will ensure safety of information and assets of the municipality	Implement systems processes and procedures to ensure ICT security		Integrated IT System							Director: Corporate Services	
To develop and implement an electronic document management system for the municipality	Automated and centralised document management		Archives & Registry Electronic document management system to ensure proper records management and archiving	Easily accessible documents	Function al electronic document management system	Automated Municipal documents by 30 June 2014	Activation of EDMS	Training of staff	Loading of information to the system	Director: Corporate Services	
To encourage an institutional culture of quality performance	Development of an employee performance management framework		Performance Management	Aligned job function to the Municipal plans	Aligned job function to the Municipal plans	Conducting of PMS reviews	Annual PMS reviews for 2012/13	Quarter 1 PMS reviews for 2013/14	Quarter 2 PMS reviews for 2013/14	Director: Corporate Services	


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To promote and maintain Labour stability within the workplace	Compliance with collective agreements and conditions of service and adherence to Organisational Rights Agreements			Implementation of collective and organisational rights agreements	LLF meetings held	NO of LLF meetings	4 LLF meetings held	1 LLF meeting	1 LLF meeting	1 LLF meeting	1 LLF meeting	Director: Corporate Services
To ensure a conducive working environment	Provision of reasonable office accommodation			Provision of Office Accommodation and conference facility	Rehabilitation of structure for use as offices	No of offices renovated and occupied	34 offices renovated and occupied by 30 June 2014	Conduct site assessment and planning & procurement	Renovations in progress	Renovations in progress	Complete renovations and occupation	Director: Corporate Services
KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION												
Strategic Objective (IDP)	Outcomes			Programmes/ Projects (Measurable Objective/ Output)	Performance Indicator	Measurement source	Annual Target	Q1	Q2	Q3	Q4	Budget
Strengthen public participation and provide effective	Capacity Building Budget provision			Outreach programmes	Implementation of outreach programmes	No of outreach programmes	Four outreach in all 17 wards	One outreach in each ward	One outreach in each ward	One outreach in each ward	One outreach programme	R350 000
				Traditional Leadership Support Programme	Trained traditional	No of traditional	7 traditional leaders	Procurement	Training	training	Evaluation and	R100 000


DR. S. V. VATALA
MUNICIPAL MANAGER

Date 11-07-13




CLLR N NYUKWANA
MAYOR


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		ELM Women's Forum	Develop ment of women	Develo ped plan	1 plan developed	Planning and procurem ent	Summi t	Imple menta tion of summi t resolut ions	reporting	Strategic Manager	R20 0 000
		Youth Development Support	Youth developm ent plan reviewed	Minute s and attend ance registe rs	Training of Youth by June 2014	Planning and procurem ent	Trainin g of 20 Youth on Securit y	Trainin g of Youth on Drivers Licens e	Training of 20 Youth on Artisan Skills	Strategic Manager	R20 0 000

Acknowledgement of Submission of Service Delivery and Budget Implementation Plan

 BR-SW-VATALA MUNICIPAL MANAGER	<u>11-07-13</u> Date	 CLR N NYUKWANA MAYOR
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